

- In a sales list, instead of only one column for the amount, you made a column for the amounts for each employee. In this case, the system will have difficulty grouping data from the various columns together. Thus, an analysis with the pivot table would no longer be possible. All data must be entered into the same column for the pivot table to be able to analyze it.
- You entered the amounts in chronological order. At the end of each month, you made a sum total. In this case, sorting the list for different criteria is not possible because the pivot table will treat the sum totals the same as any other value. Getting monthly results is one of the very fast and easy features of the pivot table.

Data sources

The possible data sources for the pivot table are a Calc spreadsheet or an external data source that is registered in LibreOffice.

Calc spreadsheet

Analyzing a list in a Calc spreadsheet is the simplest and most often used case. Lists might be updated regularly or the data might be imported from a different application.

The list data might be entered directly into the spreadsheet or copied from another file or application. You can also use a Web Page Query input filter to insert data from a HTML file, a CSV file, a Calc spreadsheet, or a Microsoft Excel spreadsheet. See Chapter 10, Linking Data, for more information.

The behavior of Calc while inserting data from a different application depends on the format of the data. If the data is in a common spreadsheet format, it is copied directly into Calc. However, if the data is in plain text format, the Text Import dialog appears after you select the file containing the data; see Chapter 1, Introduction, for more information about this dialog.

Registered data source

A registered data source is a connection to data held in a database outside of LibreOffice. When using a registered data source, the data to be analyzed will not be saved in the spreadsheet; Calc will always use the data from the original source. Calc is able to use many different data sources in addition to databases that are created and maintained with LibreOffice Base. For more information, see Chapter 10, Linking Data.

Using shortcuts

If you use pivot tables often in Calc, you might find the frequent use of the built-in menu paths inconvenient.

In some cases built-in keyboard shortcuts are already defined; see Appendix A, Keyboard Shortcuts. An example is the *F12* function key, which groups a selected data range. In some other cases, the built-in toolbars already provide relevant icons. An example is the **Insert or Edit Pivot Table** icon on the Standard toolbar.

In addition to using the built-in keyboard shortcuts and toolbar icons, you can also define your own. See Chapter 14, Setting up and Customizing, for instructions.

Creating a pivot table

If you want Calc to automatically determine the full extent of the raw data list, then select a single cell within this list. If you want to explicitly define the extent of the raw data list, then select all relevant cells.

With the cell (or cells) selected, create the pivot table by selecting **Insert > Pivot Table** on the Menu bar, selecting **Data > Pivot Table > Insert or Edit** on the Menu bar, or clicking the **Insert or Edit Pivot Table** icon on the Standard toolbar.